



**STATE OF NEW JERSEY**

**FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION**

In the Matter of Michelle McNellis,  
Administrative Analyst 4 (S0512V),  
Department of Corrections

Examination Appeal

CSC Docket No. 2018-1977

**ISSUED: OCTOBER 3, 2018** (ABR)

Michelle McNellis appeals the determination of the Division of Agency Services (Agency Services), which found that she did not meet the experience requirement for the open competitive examination for Administrative Analyst 4 (S0512V), Department of Corrections.

The examination was open to applicants who, as of the June 22, 2017 closing date, possessed a Bachelor's degree and four years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, including responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency. A total of 277 applicants applied for the subject examination, which resulted in an eligible list of 83 eligibles, which promulgated on February 15, 2018 and expires on February 14, 2021. A certification from the eligible list (OS180131) was issued on February 26, 2018, and it resulted in the appointment of one eligible to the subject title. Eighty-one eligibles presently remain active on the subject eligible list.

On her application, the appellant indicated that she possessed a Bachelor's degree and she indicated, in relevant part, that she served as Chief Fiscal Officer for the State Parole Board from December 2016 to the closing date (June 2017), as a Principal Fiscal Analyst from July 2013 to November 2016 and in various titles with PaineWebber, Inc. from April 1989 to September 1998, including as a Manager of Corporate Purchasing and as Financial Controller. Agency Services did not credit the appellant with any applicable experience, as there was no indication that

the required duties were the primary focus of her responsibilities in any listed position. Consequently, Agency Services deemed her ineligible for the subject examination because she lacked the required four years of applicable experience.

On appeal to the Civil Service Commission (Commission), the appellant argues that she possesses sufficient applicable experience for the subject examination. She states, in relevant part, that as a Chief Fiscal Officer, she was involved in reviewing, analyzing and evaluating a 97.5 million dollar budget and she managed the Fiscal and Administration Units of the State Parole Board. Specifically, she submits that her duties included, in relevant part, managing the agency's budget, preparing fiscal projections, evaluating the agency's financial condition, overseeing facility and car fleet services for the agency, "determin[ing] the units' goals and objectives and develops policy and procedures on various items," and monitoring agency compliance with various State fiscal regulations. With regard to her experience as a Principal Fiscal Analyst, she submits that her work centered around the review and reconciliation of Hurricane Sandy grant activities in concert with information from the Federal Government. Namely, she indicates that she coordinated with multiple State agencies to offer technical fiscal advice to their grant departments; monitored and reported grant activities to the Director of Fiscal Services and Assistant Director of the Sandy Division, and the Department of the Treasury's Office of Management and Budget; and developed and monitored forecasts for the salary chargeback process in order to ensure that costs and reimbursements for each department/agency were correct. She submits that as a Manager of Corporate Purchasing, she maintained a departmental budget of six million dollars for two years. She states that as a Financial Controller, she formulated and maintained a yearly budget of 36 million dollars, "provided various methods and reports for a more efficient utilization of department-wide finances," and worked with financial analysts in various departments to ensure an efficient budget process. She states that she held that position for three years "while managing other departments within PaineWebber."

She also submits a letter of support from the Chief Fiscal Officer, Department of Community Affairs, who describes the appellant's experience as a Principal Fiscal Analyst. The Chief Fiscal Officer states that the appellant was hired to provide support for the United States Department of Housing and Urban Development's Community Service Block Grant Disaster Recovery (Superstorm Sandy) Program and that out of business necessity, she was assigned to perform tasks beyond those outlined in the job specification for her title. Specifically, those additional duties included, in relevant part, providing monthly reconciliation of State and Federal financial systems; advising senior management of financial discrepancies and recommending corrective action; recommending changes to improve fiscal and budget processes and ensure compliance with applicable Federal and State regulations; and evaluating the salary chargeback process in conjunction with Superstorm Sandy Program changes.

## CONCLUSION

*N.J.A.C.* 4A:4-2.3(b)2 provides that applicants must meet all requirements specified in an open competitive examination announcement by the closing date.

Agency Services correctly deemed the appellant ineligible for the subject examination. On appeal, the appellant argues that her experience as a Chief Fiscal Officer, as a Principal Fiscal Analyst, as a Manager of Corporate Purchasing, and as a Financial Controller constitute applicable experience for the subject examination. In order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). The announcement for the subject examination required four years of experience in review, analysis, and evaluation in one or more specified areas *and responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency*. A review of the record fails to demonstrate that any of the appellant's experience as a Chief Fiscal Officer, as a Manager of Corporate Purchasing, and as a Financial Controller constituted applicable experience for the subject examination. In this regard, while she does indicate that she performed some relevant duties, she does not make it clear that the primary focus of her responsibilities in those titles included recommending, planning, and/or implementing improvements. Notably, she states that while serving as a Financial Controller at PaineWebber, she was also managing other departments. Further, she does not describe the nature of the policies and procedures she developed or make clear that the reports and presentations that she prepared contained recommendations, plans for improvements or related to the implementation of improvements in the business overall. Thus, even if the Commission were to find that the appellant's experience as a Principal Fiscal Analyst were applicable, her three years and five months of service in that title would still fall seven months short of the required experience for the subject examination. Accordingly, the appellant has not met her burden of proof and there is no basis to disturb the decision of Agency Services.

## ORDER

Therefore, it is ordered that this appeal be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 3<sup>RD</sup> DAY OF OCTOBER, 2018



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